

COMSCINST 12410.16D	COG CODE N1	DATE 16 FEB 1993
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 12410.16D
N14
16 February 1993

COMSC INSTRUCTION 12410.16D

Subj: TRAINING OF STAFF PERSONNEL

Ref: (a) OPNAVINST 1500.22D

1. Purpose. To state Commander, Military Sealift Command (COMSC) policy on the training of civilian staff personnel employed by MSC Headquarters and the MSC Central Technical Activity (MSCCENTACT).
2. Cancellation. COMSCINST 12410.16C.
3. Scope. This instruction is primarily for civilian staff personnel and augments the provisions of reference (a).
4. Action. Training and development of subordinates is a primary responsibility of managers and supervisors. Supervisory personnel will familiarize themselves with this instruction and will carry out their listed training responsibilities.

Distribution:
COMSCINST 5000.19
Lists I & II (Case A, B)

Copy to:
HRO-W

SECTION 1

POLICY

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1.1 AUTHORITY

The basic authority and policy for Navy's civilian employees training and development are contained in Chapter 410 of the Federal Personnel Manual (FPM) and the U.S. Navy's Civilian Personnel Instruction (CPI) 410. Office of Personnel Management (OPM), Secretary of the Navy (SECNAV), Office of Chief of Naval Operations (OPNAV) and Office of Civilian Personnel Management (OCPM) directives and Interservice Support Agreement between MSC and Human Resources Office - Washington (HRO-W) further specify responsibilities and procedures and shall be followed. This instruction is designed to assist MSC Headquarters and MSCCENTACT staff personnel in implementing those instructions cited above.

1.2 COMSC TRAINING POLICY

It is COMSC policy to provide for a well trained, capable and efficient staff. Training will be made available to allow personnel to perform their duties effectively. Through appropriate training and systematic career development, personnel should be prepared for promotion to more responsibilities positions. Training needs shall be continuously reviewed and every effort shall be made to raise the level of employee performance to meet current and future needs.

1.3 AUTHORIZED TRAINING

Training will be provided for the following purposes:

- a. Indoctrinate new or reassigned personnel.
- b. Improve employee performance of current duties.

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- c. Prepare for increased responsibilities.
- d. Develop among agency employees skills unavailable through existing recruitment sources.
- e. Provide employees with the necessary competencies to meet changes in organizational policy, mission, technology, structure and equipment.
- f. Improve management and supervisory Knowledge, Skills and Abilities (KSA).
- g. Aid in career planning and development.
- h. Provide a program for developing employee skills to meet current and future manpower skill needs.
- i. Provide opportunities for developing high potential employees for executive and managerial positions.
- j. Assist in the upward mobility of lower level employees.

1.4 DIRECTOR, TRAINING DIVISION (N14) RESPONSIBILITIES

The mission and functions of N14 are outlined in COMSCINST 5440.8F. In carrying out these responsibilities, the Director (N14) shall:

- a. Assist the MSC Headquarters and MSCCENTACT staff in the overall implementation and adherence to COMSC training policy.
- b. Develop civilian training policies and procedures within COMSC guidelines.
- c. Advise and represent COMSC by cooperating with other agencies and schools on educational programs to ensure that MSC requirements are made known and addressed.
- d. Coordinate training related tasks assigned to COMSC such as needs surveys, specialized training programs and the personnel exchange program with the United Kingdom's Royal Fleet Auxiliary (RFA).
- e. Act as point of contact for Office of the Assistant Secretary of the Defense (OSD) and U.S. Navy programs, OPM programs and HRO-W sponsored special programs.

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f. Conduct periodic reviews of MSC Headquarters and MSCCENTACT Activity Training Plan (ATP) and when necessary assist management in determining or recommending priorities and augmentation of directorate training budgets.

g. Disseminate information on training opportunities that would be of interest to MSC Headquarters and MSCCENTACT personnel.

h. Review and evaluate training programs.

i. Ensure compliance with training required by higher authority.

j. Assess each course that may be offered or developed to determine the feasibility of using pre- and post-course tests. Where determined feasible and with the instructor or vendor's concurrence, such tests will be developed and incorporated as part of the course process.

1.5 MSC, MSCCENTACT AND HRO-W LIAISON

COMSC (N12d) has been designated as MSC Headquarters and MSCCENTACT single point contact with HRO-W on all personnel matters including training. For training related matters, the following duties are involved.

a. Receive all MSC Headquarters and MSCCENTACT training documents processed by HRO-W.

b. Ensure that all training documents received are distributed to designated directorates or offices.

c. Disseminate training course information received from HRO-W.

d. Assist in HRO-W training surveys.

1.6 DIRECTORS/SPECIAL ASSISTANTS

Directors/Special Assistants shall:

a. Ensure that subordinates attend all mandatory training courses.

b. Provide technical assistance, equipment, facilities and qualified instructors for specialized training courses.

c. Review and commend on training programs relating to their functions.

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d. Plan and determine training requirements for their personnel in order to identify budget requirements. Ensure the equitable allocation of approved funds.

1.7 HRO-W RESPONSIBILITIES

In general, CPI 410 and the Interservice Support Agreements between MSC Headquarters, MSCCENTACT and HRO-W indicate HRO-W duties and responsibilities which include:

a. Provide guidance on training needs assessment, Individual Development Plans (IDP) development, sources of training, cost effectiveness and ATP preparation.

b. Assist in reviewing the ATP to ensure training is being systematically planned and that training dollars are being equitably distributed among all occupational categories within the work force.

c. Serve as technical advisor when requested.

d. Administer certain technical, administrative and professional development programs when requested.

e. Assist in developing training plans, outlines, courses, guides and schedules for special programs when requested.

f. Recommend and administer career planning and development programs in cooperation with management officials at MSC Headquarters and MSCCENTACT.

g. Administer DOD and Navy-wide training agreements.

h. Accomplish the following for MSC and MSCCENTACT personnel:

(1) Certify individuals qualified for training.

(2) Provide and input data to the Defense Civilian Personnel Data System (DCPDS) Employee Development subsystem.

(3) Ensure each employee's Official Personnel File (OPF) is properly documented for training purposes.

(4) Advise MSC Headquarters and MSCCENTACT management and employees when requested.

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(5) Assist in ensuring that copies one and nine of DD 1556 are obtained in a timely manner from MSC and MSCCENTACT personnel who attended courses.

(6) Assist in the dissemination of training information by:

(a) Forwarding training information (pamphlets, announcements, brochures, etc.) to the MSC, MSCCENTACT/HRO-W Liaison (N12d) and the Training Division Director (N14).

(b) Providing educational counseling, training aids, training devices (when available), access to the HRO-W Independent Learning Center (ILC), films and other training material required by Directors/Special Assistants for their employee development programs.

1.8 USE OF TESTS

CPI 410 mandates that courses specifically developed or conducted for the Department of the Navy (DON) and MSC employees be assessed to determine the feasibility of using pre- and post-course tests.

a. Where determined feasible, such tests are to be incorporated as part of the course process.

b. As a cost saving measure, mandatory training required by higher authority may be waived by activities for individuals who pass pre-course tests that confirm that the individual already possesses the skills and knowledge to be provided by the course. Pre-course test results may also be used to adjust the level and emphasis of the instruction.

c. Post-course tests should be as simple as possible and be given on a pass/fail basis to ensure employee involvement and participation during training and to confirm that objectives of the courses were achieved. Participants who fail the course should not be given credit for having completed the course. Under no circumstances are the test results to be used for personnel action purposes which reflect adversely on course participants, except where successful completion is prerequisite to continuation in the program (e.g., apprenticeship, career and cooperative education programs). Post-course test data should also be used to evaluate how well the course was designed and conducted.

SECTION 2

ACTIVITY TRAINING PLAN (ATP)

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2.1 AUTHORITY

In accordance with FPM 410, CPI 410 and the Interservice Support Agreements between MSC and MSCCENTACT with HRO-W, an ATP will be prepared.

2.2 PURPOSE

To provide a systematic means of maintaining a continuous review, analysis and identification of needs and their incorporation into one overall training plan.

2.3 POLICY

An annual ATP shall be developed. It shall be used to identify annual directorate training objectives and the anticipated costs necessary to meet these objectives. Employee needs shall also be identified and considered. IDPs may be used in developing the ATP.

2.4 INDIVIDUAL DEVELOPMENT PLAN (IDP)

a. The IDP is one method which materially assists in identifying directorate and employee training needs. It is a plan which sets forth goals and actions to aid in the acquisition of KSA.

b. The IDPs should be prepared when a new employee enters the directorate or in conjunction with the annual employee performance evaluation.

(1) For GS-1 through 12 in the Performance Appraisal Review System (PARS), the end of the rating period is 30 April each year.

(2) For the Personnel Management and Recognition System (PMRS) employees in the GM levels, the end of the rating period is 30 June.

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(3) At the mid-year review of performance plans, the IDPs should be reviewed and updated as necessary.

c. IDPs are mandatory for employees in certain programs such as:

(1) Veterans Readjustment Act (VRA)

(2) New first line supervisors

(3) Senior Executive Service (SES) personnel

(4) Interns in formal Career Development Programs (i.e., Acquisition, Personnel, Engineering, Financial Management, etc.)

(5) Upward Mobility

(6) Cooperative Education (CO-OP)

(7) Other programs as management directs.

d. An IDP is useful because:

(1) Developing the plan focuses attention on identifying mission needs, educational needs and strategies for acquiring appropriate experiences and training.

(2) Needs may stem from regulations required by higher authority or may be KSAs needed to improve job performance.

(3) Needs of the employee are identified.

(4) Alternatives, if appropriate, for working toward developmental objectives are identified. They may include training, other assignments in the current job and/or details to new jobs or other directorates.

(5) Supervisors and managers participate in the development of the IDP and approve its content.

(6) A written plan serves as a reminder of intentions which might otherwise be forgotten or indefinitely deferred.

2.5 ACTION

a. Employees shall:

(1) Establish realistic short and long range career goals and participate with supervisors in planning to meet these goals.

(2) Review career-wide educational requirements and other requirements associated with collateral duties (i.e., Equal Employment Opportunity (EEO) committee, EEO Counselor, etc.) in developing a list of training requirements. This review should include applicable program directives available in the following sites:

(a) Employee Development Department, Building 200, Washington Navy Yard (WNY)

(b) COMSC (N14), Room 139, Building 210, WNY

(3) Discuss needs considered necessary for personal development with the supervisor.

(4) Provide negative responses when the individual does not desire to participate in other than mandatory training courses. It must be discussed and noted by the supervisor, along with the reason (i.e., retirement, training not desired, satisfied in present job, etc.). This will ensure that all employees have had an opportunity to participate and provide input into the directorate's training and budget requirements.

b. Supervisors/Managers shall:

(1) Review training accomplished by employees to date.

(2) Ensure that mandatory training courses required by higher authority or under career programs are completed.

(3) Review individual performance to determine if additional training is required.

(4) Identify existing and projected employee developmental needs to achieve organizational goals, including supervisory and managerial requirements.

(5) Serve as mentors for immediate subordinates.

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(6) Provide substitute personnel when personnel approved for training can not attend due to circumstances beyond their control (i.e., illness, emergencies, workload as determined by the supervisor, etc.). Some courses have funds obligated and due to budgetary/vendor procedures, it may not be possible to cancel the commitment and therefore, someone must attend otherwise training funds will be lost.

(7) Indicate on IDPs of employees in special programs such as Upward Mobility, CO-OP, Management Intern, etc., that their training courses are Priority 1.

c. Supervisors/Subordinates should jointly:

(1) Develop an IDP by using MSC 12410/20. This ensures that employee's personal goals and management needs are fully understood and met.

(2) Determine the best method of satisfying these needs either through actual experience (On the Job Training (OJT), cross training, etc.) or formal training (including academics, conferences, seminars, correspondence courses) based on employee requirements.

(3) Develop a schedule for accomplishing formal training and rotational assignments, setting a priority for training.

(4) Sign the IDP and forward a copy to the Director/Special Assistant by 31 March annually.

d. Directors/Special Assistants shall:

(1) Appoint a Training Support Representative (TSR) for the directorate.

(2) Review and approve a Directorate Training Plan (DTP) using MSC 7120/3.

(3) Have managers and supervisors review requirements to delete, re-prioritize, postpone, etc., formal training courses previously discussed with employees when funding requirements are not 100% approved. Directors/Special Assistants will then forward a corrected Training Plan to COMSC (N81) using the original submission but lining out all courses deemed secondary to ensure compliance with the authorized budget.

(4) Ensure that supervisors and employees are notified of deletions necessary as a result of budget allocation and IDPs noted and corrected.

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(5) Serve as funds administrator for training funds allocated to them. Under no circumstances will obligation of funds for training be initiated which will result in an over expenditure of allocated funds without prior approval of COMSC (N8).

(6) Request an augment to their training budget by notifying COMSC (N81) when new requirements are identified during the fiscal year and justify the requirement.

e. The TSR will:

(1) Assist in administrative processes, coordination and preparation of all DD 1556s for the directorate, in accordance with Section 3 of this instruction.

(2) Prepare and maintain a log (see Annex A) in order to follow up on all nominations, completions, cancellations and payments.

(3) Compile, using MSC 7120/3, the data to prepare an overall DTP. This DTP, after approval by the Director/Special Assistant, is forwarded to COMSC (N81) for budget consideration by 15 April each year. Training requirements that are mandatory (Priority 1) or essential must be highlighted.

f. Director, Budget Division (N81), upon receipt and review of DTP, may authorize all or a portion of the requested funds for each office. Once funds are allocated, the DTP is returned to each directorate for re-prioritization. When the corrected DTP is submitted, the summary of all DTPs will be considered the ATP.

g. Copies of the ATP will be forwarded by COMSC (N81) to HRO-W and COMSC (N14).

SECTION 3

TRAINING NOMINATION PROCEDURES

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3.1 AUTHORITY

In accordance with FPM 410, CPI 410 and other authorities, MSC will ensure the preparation of DD 1556 “Request, Authorization, Agreement, Certification of Training and Reimbursement” in a timely manner. A minimum of 8 to 10 weeks prior to the beginning of training may be necessary.

3.2 PURPOSE

To prescribe the procedure for the preparation of training requests at MSC Headquarters and MSCCENTACT.

3.3 BACKGROUND

Since the establishment of the Interservice Support Agreement between HRO-W, MSC and MSCCENTACT, training nomination procedures have been revised. The procedure described in Annexes A and B will be the prescribed method of nominating personnel to attend formal courses, seminars, conferences and meetings (in which the primary purpose is training) sponsored by government and non-government facilities. Annexes C through E are provided for information and assistance. The annexes are:

- A - Training Procedures Guide
- B - Information on how to prepare DD 1556
- C - UICs found in the NAVCOMPT Manual Vol 2, Chapter 5
- D - Form for the cancellation of training
- E - Subject Area Identifier (SAID)

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3.4 RESPONSIBILITIES

Employees. Coordinate with the supervisor and the TSR to ensure that the nomination to a course is prepared in a timely manner in advance of class convening dates. The employee must obtain written authorization of training, prior to registering for any formal training course.

a. College course substitutions are not authorized without prior approval. If an individual is precluded from registering for an authorized course, a new DD 1556 must be approved before registering for the substitute course.

b. The employee must obtain at least a "C" in order to be considered passing. If a grade less than "C" is received, the employee will not receive reimbursement or if prepayment was made, must reimburse MSC for the expense.

ANNEX A

TRAINING NOMINATION PROCEDURE GUIDE

1. A DD 1556 must be submitted for approval at least 8 to 10 weeks prior to the class convening date. Each individual must preplan in order to facilitate the nomination, serialization, certification and payment of courses.

2. If anyone locates a suitable course and it is deemed appropriate for the individual to attend, the individual may initiate the DD 1556 or provide all the proper information to his TSR who will prepare the proper documents. NOTE: In accordance with COMSCINST 12410.9K, books, student body fees, insurance, registration fees, hospital fees, etc., will not be paid for by MSC. The individual must pay for these miscellaneous expenses.
 - a. A copy of the course announcement and completed application must be attached to DD 1556 for documentation and or vendor requirements.

 - b. A sample DD 1556, (3/87 edition (see Annex B)) is provided as a guide to preparing training nominations. NOTE: Some blocks always contain the same information while other blocks require information relative to a specific nomination.

3. The TSR will ensure:
 - a. The DD 1556 has been correctly completed.

 - b. A serial number is obtained from COMSC (N82).

 - c. If the employee has not been a government employee for a minimum of 1 year continuous service, the course is at a non-government facility and a delay would be contrary to MSC interest, the supervisor will prepare a memorandum addressed to COMSC (N01) requesting a waiver of the time standards.

 - d. The supervisor signs block 32 and forwards it (and the waiver where necessary) to the Director/Special Assistant.

 - e. The Director/Special Assistant signs block 34 and returns it to the TSR.

NOTE: If a waiver is required, DD 1556 and the request for waiver will be forwarded to COMSC (N01). N01 will approve or disapprove the request and return the now Tentatively Approved Request Package (TARP) or disapproved package to the TSR.

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d. The TSR will:

- (1) Maintain a log for tracking DD 1556 and the training budget.
- (2) Log the status of the Tentatively Approved Request Package (TARP).
- (3) Photocopy a set of the TARP for his/her tickler file.
- (4) Forward the TARP to COMSC (N82).
- (5) Periodically monitor the progress of the TARP in order to ensure that the package can be properly documented.

4. The Accounting Division - COMSC (N82) will:

- a. Ensure that the accounting classification data is correct.
- b. Ensure that the division requesting the training has sufficient funds to pay for the requested course.
- c. If funds are available, obtain the signature of the Director (N82) in block 29.
- d. Retain the #2 copy (Agency ADP) of DD 1556 for record purposes.
- e. Forward the entire TARP for civilian personnel to HRO-W, Bldg. 200, WNY, Code 60, for regulatory certification.

5. The Training Division - COMSC (N14). For military personnel nominated to civilian courses, the TARP must be forwarded to COMSC (N14) for certification of eligibility. HRO-W does not retain service records and therefore cannot certify that the individual meets course prerequisites. COMSC (N14) will ensure that military personnel nominations are handled in an expeditious manner.

6. The HRO-W Training Division shall:

- a. Sign block 33 of the DD 1556 if they determine the individual and the course are appropriate.
- b. Return the form which is now the Approved Request Package (ARP) to COMSC (N12) to include:

- (1) the entire ARP less copy #10; or

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(2) the ARP less copies #3, 4, 5 and 10 (if the course is sponsored by HRO-W).

c. If in the opinion of HRO-W, the employee does not meet the criteria, HRO-W will prepare a memorandum indicating their nonoccurrence and return the package for any further action deemed necessary (i.e., cancel, resubmit, postpone, etc.).

7. COMSC (N12d) will distribute to the proper TSR all training documents received from HRO-W.

8. The TSR upon receipt of the ARP will:

a. Obtain prepayment authorization (if approved 4-6 weeks prior) by:

(1) Preparing an envelope for forwarding the required documents to the vendor.

(2) Pulling three yellow and two green copies of DD 1556.

(3) Attaching Application/Registration Form (if any).

(4) Forwarding all of the above to MSCCENTACT (CTA N81) for preparation of check, citing a deadline date that the check and application must reach the vendor.

(5) Retaining the remainder of the ARP until the individual notifies and provides proof that the course was completed.

b. If individual is claiming reimbursement, the TSR will notify the individual that his request for training has been approved and that he may pay the tuition using the two green copies. Upon proper presentation of successful completion of the course, or proof of grade (if any) and a receipt, he may be reimbursed.

c. If MSC is to be billed or there is no payment involved the TSR will:

(1) Mail three yellow copies of the DD 1556 to the vendor.

(2) Forward the two green copies to MSCCENTACT (CTA N81). CTA N81 will retain the green copies pending receipt of the vendor's bill.

(3) For the following U.S. Navy's OCPM coordinated courses and programs, immediately forward all copies of the form to COMSC (N14).

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(a) Defense Management Education and Training (DMET) courses (i.e., AFIT/LSA Wright Patterson AFB, Ohio; ALMC, Fort Lee, VA; DISI, Richmond, VA, etc.).

(b) Office of Personnel Management (OPM).

1. Management Development Center Programs.

2. Special Programs of OPM (i.e., Capitol Hill Workshop, Executive Potential Program for Mid-Level Employees, Preview of the New Congress Workshop, etc.).

d. The TSR will note the date delivered or mailed in log.

e. The TSR will periodically review the log and follow up on whether the vendor received the nomination forms and whether the employee has been accepted into the course requested.

f.. If the request has not been certified by HRO-W:

(1) Notify Director/Special Assistant, supervisor or individuals.

(2) If all three concur that the individual should be certified, they should discuss their situation first with an Employee Development Specialist for HRO-W (433-4954) and if not resolved, prepare a rebuttal memo to COMSC (N01) for resolution.

9. MSCCENTACT (CTA N81) will, upon receipt of the ARP requiring prepayment from TSR:

a. Request from Navy Finance Center a check in the amount authorized to vendor. In an emergency, MSCCENTACT (CTA N81/N82) may issue an advance payment check.

b. Put the check, three yellow copies of DD 1556 and the vendor's application into the TSR provided envelope and mail it.

c. Remove two green copies of DD 1556 for their files.

d. Notify the TSR that the check and application/forms have been forwarded to the vendor.

10. The employee upon completion of training shall:

- a. Provide the TSR with a certificate of completion.
- b. If no certificate was issued, notify the TSR of completion of course.

11. The TSR will:

- a. Review log weekly.
- b. Determine whether employees are scheduled for training and all required actions have been accomplished.
- c. Determine if any courses were cancelled either by the individual or by the vendor.
If a course has been cancelled:

(1) A completed copy of Cancellation of Training (Annex D) must be sent to COMSC (N82) which will credit the directorate training budget assuming the vendor did not bill or will not bill.

(2) Delete from log.

d. Upon notification of course completion the TSR will:

(1) Have the individual who attended training complete the front lower and back upper portion of copy 9 of the DD 1556.

(2) Have the supervisor complete the back lower portion of copy 9 of the DD 1556.

(3) Fill in block 36 of page 1.

(4) Forward the completed pages 1 and 9 with any copy of certification provided to the individual to HRO-W.

(5) If the reimbursement method was requested, have the individual fill in a DD 1164 "Claim for Reimbursement for Expenditures on Official Business," attach the two green copies of the DD 1556, receipt of payment, certificate of completion (if available), course grade (if given) and forward them to MSCCENTACT (CTA N81) for reimbursement.

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12. MSCCENTACT (CTA N81) will, upon receipt of the claim for reimbursement, process all documents and forward a check to the individual in a timely manner.

13. HRO-W upon receipt of pages 1 and 9 of the DD 1556 will:

- a. Report training accomplished to OCPM under the DCPDS program.
- b. Retain copy 9 of the DD 1556 for Personnel Management Evaluation (PME) review.

ANNEX B

INFORMATION FOR PREPARING THE DD 1556 (Rev 3-87)

PART I: PREPARATION OF DD 1556 TO REQUEST APPROVAL OF TRAINING (INITIAL REQUEST)

The information necessary to properly complete a DD 1556 may come from a number of sources.

- a. The nominee's supervisor.
- b. The nominee's service record.
- c. Training resource catalogs.
- d. Course announcements.
- e. Catalogs published by training facilities.

For convenience in preparing DD 1556, it is suggested that a 1-part DD 1556 be used as a worksheet. Copy number 1 of the DD 1556 may be duplicated locally for this purpose.

The cover sheet of the 10 part DD 1556 provides basic information on what is to be inserted in each block of the form. In following these supplementary instructions some items are to be left blank in the initial preparation of the form for approval purposes. This information is to be inserted after approval by the activity's authorizing official. Other items to be left blank will be filled in by the HRO-W Account Training Representative (who is an Employee Development Specialist (EDS)) when the form is submitted for processing and review to the HRO-W Employee Development Department.

Should any questions arise or any difficulties be encountered relative to the preparation or processing of any aspect of DD 1556 the EDS should be contacted.

If a vendor Unit Identification Code (UIC) is unknown, contact the Director, Accounting Division (N82) and request the UIC be located in the COMPTROLLER'S Manual Vol 2 which lists all UICs for the appropriate number.

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BASIC DATA

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT				
A. Agency code and subelement, and submitting office number (xx-xx-xxxx)	B. Standard document number (Org identifier/FY, Doc./type code/Serial number)	C. Request Status or Process Code (x one)		D. Amendment No.
		(1) Initial	(2) Resubmission	
		(3) Correction	(4) Cancellation	

A. AGENCY CODE, SUBELEMENT AND SUBMITTING OFFICE NUMBER.

Agency code NV indicates the employee is assigned to Military Sealift Command or the Central Technical Activity. The DD 1556 will have NV for the agency code. Agency subelement and Submitting Office Number (SON) for both MSC Headquarters and MSCCENTACT is 2260. The alpha numeric codes should read as follows:

COMSC: NV 2260
 MSCCENTACT NV 2260

B. STANDARD DOCUMENT NUMBER. This data is required by NAVCOMPTINST 7300.99C on financial related documents. Enter: "N" for the Department of the Navy; the requesting activity's 5-digit UIC; the 2-digit fiscal year symbol in which the training begins; the letters "TG" for the DD 1556 type of document and a 5-digit serial number assigned by CTA (N82) not to be duplicated within the fiscal year.

C. REQUEST STATUS OR PROCESS CODE. Place an "X" in "Initial" box.

D. AMENDMENT NO. Leave blank

SECTION A: TRAINEE/APPLICANT INFORMATION

Section A - TRAINEE APPLICATION INFORMATION							
1. NAME (Last, First, Middle Initial)	2. 1st 5 letters of last name	3. Social Security Number	4. Ed. Level	5. Continuous Federal Service			
				a. Years	b. Months		
6. HOME ADDRESS (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (Include area code)		8. Position Title				
	a. Home						
11. Organization Name	b. Office	9. Position Level (X one)		10. Pay Plan, Series, Grade/Step (Rank, MOS, AFSC or Navy Designator)			
	(1) Commercial		a. Executive				
12. Organization Mailing Address (Include ZIP)	(2) Autovon		b. Manager	14. Type of Appointment			
	13. Organization UIC		c. Supervisory				
	16. Are you handicapped or disabled? (x one)		d. Non-Supervisory			15. No. prior non-	
		YES					
	NO	e. Other (Specify)					

6. HOME ADDRESS. Self explanatory. Must be entered for OPM's Management Development Center Program courses as material will be forwarded for pre-class reading.

7. HOME TELEPHONE. Self explanatory.

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8. POSITION TITLE. Self explanatory. Enter functional title only if the functional title is the primary reason for requesting the training (e.g., EEO Counselor, Civilian Employee Assistance Program Administrator, Instructor, Program Manager, Panel Member, etc.).

9. POSITION LEVEL. Self explanatory.

Executive. Must be a member of the SES or equivalent.

Manager. At grades GM 13-15 or for some courses he has been designated as a major program manager.

Supervisory. Must meet the minimum supervisory responsibility defined in the position classification standards of the applicable pay schedule (i.e., supervisory Grade Evaluation Guide for GS/GM Position).

Non-Supervisory. Self explanatory.

Other. If this box is checked you must include the letter code and the specific position level name from the list below.

- A - Trainee/Intern
- B - Upward Mobility
- C - Full performance as Journeyman
- E - Worker-leader

10. PAY PLAN. Self explanatory.

11. ORGANIZATION NAME. Self explanatory.

12. ORGANIZATION MAILING ADDRESS. Self explanatory.

**COMSC
WASHINGTON NAVY YARD BLDG 210
901 M ST S E
WASHINGTON DC 20398-5540**

**COMSCCENTACT
WASHINGTON NAVY YARD BLDG 157
901 M ST S E
WASHINGTON DC 20398-5541**

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13. ORGANIZATION UIC

COMSC enter 00033

MSCCENTACT enter 62387

14. TYPE OF APPOINTMENT. Self explanatory. Use the following codes:

- CC- Career Conditional
- C - Career
- T - Temporary
- E - Excepted
- 1 - Regular Active Duty
- 2 - Reserve Duty

15. NUMBER OF PRIOR NON-GOVERNMENT TRAINING DAYS. Enter only for non-government training. Entry will be total of non-government training days accrued by applicant within the last 10 years.

Non-government training is any training or instruction conducted or administered by any non-federal government agency or any individual who is not a civilian or military employee or officer of the U.S. government and paid for by the U.S. government.

16. ARE YOU HANDICAPPED OR DISABLED? Self Explanatory.

SECTION B: TRAINING COURSE DATA

Section B - TRAINING COURSE DATA							
17. Course Title							
18. Training Objectives (<i>Benefits to be derived by the Government</i>)				19. Recommended Training Source, School or Facility			
				a. Name			
				b. Mailing address (Include ZIP)			
				c. Location of training site (<i>if other than 19b</i>)			
20. Course Codes							
a. Purpose		f. Security Clearance		k. Training Program			
b. Type		g. Allocation Status		l. Reason for Selection	21. Course hours (4 digits)	22. Course Identifiers	
c. Source		h. Priority		23. Training Period (YYMMDD)	a. Duty		a. SAID
d. Special Interest		i. Training Level		a. Start	b. Non-duty		b. Catalog/Course No.
e. Training Vendor		j. Method of Training		b. Complete	c. TOTAL		c. Offering/TLN

17. COURSE TITLE. Self explanatory.

18. TRAINING OBJECTIVES (BENEFITS TO BE DERIVED BY THE GOVERNMENT). Self explanatory.

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19. RECOMMENDED TRAINING SOURCE, SCHOOL OR FACILITY. Name and mailing address of recommended training source school or facility.

20. COURSE CODES. See reverse side of cover sheet of DD 1556, which explains how to fill out items 20a through 20d and 20f through 20j and 20l. Items 20e, 20h and 20k are further explained below.

20e. For Training Vendor enter UIC obtained from Annex E or enter 99999.

20h. For Priority of Training. Enter number 1, 2 or 3 for appropriate priority of the requested training. (The following priorities established by DODINST 1430.5 will be used.)

1. **Priority 1** - Mandatory by law or regulations or declared essential in order to perform a particular function. Failure to provide this training will have a direct adverse effect on mission accomplishment.

2. **Priority 2** - Needed by the employee to effectively perform the function or required to provide for systematic replacement of skilled employees through developmental programs and if deferred beyond the ensuing training cycle will have an adverse effect on mission accomplishment. Included in this category is training needed as part of trainee development for career ladder promotions or included as part of a formal training agreement for individual employees participating in special employment programs.

3. **Priority 3** - Desired and may be helpful. Training for an employee who is performing at a satisfactory level but which will provide an increase in efficiency and productivity.

20k. For Training Program. Enter the one most appropriate code letter.

A - Management Intern
B - Engineer-in-training
C - Administrative Intern
F - College Work Study
G - DOD/OPM rotational assignment
H - Upward Mobility Agreement
N - Other
R - Cooperative Education Program
W - Manager Development
Y - Executive Development (SES)
Z - NONE

21. COURSE HOURS. Duty hours are normal working hours. Non duty hours are generally for evenings and weekends.

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22. COURSE IDENTIFIERS

22a. SAID (See Annex E)

22b. Catalog/Course Number. Self explanatory (if applicable)

22c. Offering. When a course is offered many times or in many places, the school may designate offering or session numbers in addition to the course number. If this is the case, put it here, if not, leave blank.

23. TRAINING PERIOD. Self explanatory. For correspondence courses enter date of application.

SECTION C: COSTS & BILLING INFORMATION

24. Mark the block at the end of the line with an “X” if training does not involve expenditures of funds other than salary, pay or compensation. If “X” is placed in box, leave Items 25 thru 30 blank.

Section C - COST INFORMATION (Cost incurred and billed are not to exceed amount in item 30)			
24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of question in Section C and X this box. ®			
25. Direct Costs		26. Indirect Costs (For information only)	27. Accounting Classification
a. Tuition cost		a. Travel cost	
b. Books, material, other costs		b. Per diem/other costs	
c. Total direct costs		c. Total indirect costs	
d. Funding source		28. Labor Costs	29. Signature of Fiscal Officer (Follow local procedure)
31. Job Order No.			

25. DIRECT COSTS

25a. TUITION COST. Enter tuition costs/registration fee in dollars and cents.

25b. BOOKS, MATERIALS AND OTHER COSTS. MSC does not pay for books and miscellaneous fees. Enter O.

25c. TOTAL DIRECT COSTS. Enter cost listed in 25a.

25d. FUNDING SOURCE. Enter the code for the appropriate or fund chargeable for the expenses indicated. Leave blank when Item 25a is blank. Enter only one code.

CODE

FUND SOURCE

B

Operation and Maintenance, Navy

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D Navy Industrial Fund/Defense Business Operating Fund
S Self (nominee)

26. INDIRECT COSTS

26a. TRAVEL COST. Enter total travel costs in dollars and cents. (Expenditures must be authorized on transportation requisition.)

26b. PER DIEM/OTHER COSTS. Enter total estimated per diem and other costs (ground transportation, parking fees, taxi fares, mileage, tips and other authorized miscellaneous expenses).

26c. TOTAL INDIRECT COSTS. Where an indirect cost expenditure is made enter total indirect costs in dollars and cents. (This will be the sum of 26a and 26b.)

27. ACCOUNTING CLASSIFICATION. The first line of this entry is standard according to activity. The Charge Code, Account Code and Fund Administration Code are listed on the monthly (N81) Budget Authorization.

COMSC	-	97X4930.ND2A	000	00033	0	N00033	2D		(first line)
		<u>****X</u>		<u>YYYY</u>		<u>ZZZ</u>		XXXXX	(second line)
		Charge		Account		Funds Adm.			
		Code		Code		Code			

MSCCENTACT		97X4930.ND2A	000	00033	0	N62387	2D		(first line)
		<u>****X</u>		<u>YYYY</u>		<u>ZZZ</u>		XXXXX	(second line)
		Charge		Account		Funds Adm.			
		Code		Code		Code			

28. LABOR COSTS. Normally left blank.

29. SIGNATURE OF FISCAL OFFICER. The Fiscal Accounting Officer at COMSC (N82) will verify that funding has been budgeted after approval/concurrence by the authorizing official.

30. TOTAL OF DIRECT AND INDIRECT COSTS. Enter total direct and indirect costs (sum of 25c and 26c).

31. JOB ORDER NUMBER. Normally left blank.

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SECTION D: APPROVAL/CONCURRENCE

Section D - APPROVAL/CONCURRENCE/CERTIFICATION									
32. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)					33. Training Officer: I certify this training meets regulatory requirements.				
a. Typed Name (Last, First, Middle Initial)			b. Phone number (Include area code)		a. Typed Name (Last, First, Middle Initial)			b. Phone number (Include area code)	
c. Signature & Title				d. Date	c. Signature & Title				d. Date
34. Authorizing Official					35. Course Acceptance (To be completed by school official)				
a. Action (x one) ®		(1) Approved			(2) Disapproved			a. Accepted	c. School Official Signature
b. Typed Name (Last, First, Middle Initial)		c. Phone number (Include area code)				b. Not Accepted			d. Date
d. Signature & Title				e. Date	36. Course Completion (To be completed by school official)				
					a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. ®		b. Actual Completion Date (YYMMDD)		c. Grade
37. Billing Instructions (Identify discount terms days.) Furnish original invoice and 3 copies to: _____ %					d. Signature & Title				e. Date
38. Certifying Government Official									
a. I certify that this account is correct and proper for payment in the amount of \$ _____									
b. Signature							c. Date Signed		
d. DSN Number			e. Check Number		f. Voucher Number				
TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.									

32. SUPERVISOR. Self explanatory. Enter directorate code.

33. TRAINING OFFICER CERTIFICATION

a. For most civilian training requests, type in "HRO-W" and the telephone number "433-4954."

b. For military personnel training requests, type in "N14 EDS." HRO-W does not maintain military service records and therefore, all DD 1556 for military must go through COMSC (N14) to determine the appropriateness of certifying that the training meets regulatory requirements.

34. AUTHORIZING OFFICIAL

34a. The Authorizing Official (AO) must approve or disapprove the request. The AO, as funds administrator for the directorate or office, must ensure that funds within the directorate are properly allocated and when travel funds are associated with the training that those funds also are set aside for planning purposes.

34b. Self explanatory. Enter directorate code.

35. COURSE ACCEPTANCE. To be filled out by vendor/school official.

36. COURSE COMPLETION. To be filled out by vendor/school official or Employee Development Specialist at HRO-W.

37. BILLING INSTRUCTIONS. If there are direct costs enter name and mailing address of COMSC (from block 12), ATTN: Code CTA N82. Identify discount terms if applicable.

38. CERTIFYING GOVERNMENT OFFICIAL. Signed by CTA (N82).

SECTION E: TRAINEE AGREEMENT/CERTIFICATION (SEE REVERSE SIDE OF DD 1556, COPIES 1 AND 8)

PRIVACY ACT STATEMENT. All personnel will read the statement as the information provided by the trainee falls under this program.

38. AGREEMENT TO CONTINUE. All employees should read this section when applying for a non-government course. When required the agreement can be executed after request is approved by the authorizing official.

39. CONTRIBUTIONS, AWARDS OR PAYMENTS. All personnel will read and sign in block 39a when nominated for non-government training.

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**ANNEX C
UNIT IDENTIFICATION CODES (UICs)
FOUND IN NAVCOMPT MANUAL VOL 2 CHAPTER 5**

	UIC
AIR FORCE INSTITUTE OF TECHNOLOGY, WRIGHT PATTERSON AFB, DAYTON, OH	39107
AIR FORCE TRAINING COMMAND, RANDOLPH, TX	64109
AMERICAN GRADUATE UNIVERSITY, COVINA, CA	90530
AMERICAN MANAGEMENT ASSOCIATION, NEW YORK, NY	90513
AMERICAN PETROLEUM INSTITUTE, WASHINGTON, DC	91173
AMERICAN SOCIETY OF NAVAL ENGINEERS, WASHINGTON, DC	90535
AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT, WASHINGTON, DC	91087
AMERICAN UNIVERSITY, WASHINGTON, DC	94913
ANNANDALE ADULT EDUCATION CENTER, ANNANDALE, VA	90540
ANNE ARUNDEL COMMUNITY COLLEGE, ARNOLD, MD	90694
ARLINGTON PUBLIC SCHOOL ADULT EDUCATION PROGRAM, ARLINGTON, VA	91090
ARMY MANAGEMENT TRAINING AGENCY, ROCK ISLAND, IL	95668
ARMY TRANSPORTATION SCHOOL, FT. EUSTIS, VA	95742
BOWIE STATE COLLEGE, BOWIE, MD	91020
BROOKINGS INSTITUTE, WASHINGTON, DC	95683
CALHOON MEBA ENGINEERING SCHOOL, BALTIMORE MD	91172
CATHOLIC UNIVERSITY, WASHINGTON, DC	91568
CATONSVILLE COMMUNITY COLLEGE, CATONSVILLE, MD	90686
CENTRAL MICHIGAN UNIVERSITY, WASHINGTON, DC	96914
CHIEF, NAVAL EDUCATION AND TRAINING SUPPORT, PENSACOLA, FL	66896
CHIEF, NAVAL TECHNICAL TRAINING, MILLINGTON, TN	63111
CHIEF OF NAVAL EDUCATION AND TRAINING EDUCATION PROGRAMS, PENSACOLA, FL	68045
COMMANDER, ANTISUBMARINE WARFARE WING PACIFIC NAS NORTH ISLAND, SAN DIEGO, CA	09961
DALE CARNEGIE INSTITUTE, SILVER SPRING, MD	90608
DEFENSE ELECTRONIC SUPPLY CENTER, DAYTON, OH	64177
DEFENSE FUEL SUPPLY CENTER, CAMERON STATION, ALEXANDRIA, VA	62850
DEFENSE LOGISTICS AGENCY, CAMERON STATION, ALEXANDRIA, VA	65386
DEFENSE RESOURCES MANAGEMENT EDUCATION CENTER, NAVPGSCOL, MONTEREY, CA	65522
DEPARTMENT OF AGRICULTURE GRADUATE SCHOOL, WASHINGTON, DC	95656
DEPARTMENT OF NAVAL SCIENCE, CALIFORNIA MARITIME ACADEMY, VALLEJO, CA	64272
DEPARTMENT OF NAVAL SCIENCE, MASSACHUSETTS MARITIME ACADEMY, BUZZARDS BAY, MA	63370
DEPARTMENT OF NAVAL SCIENCE, MERCHANT MARINE ACADEMY, KINGS POINT, NY	64270
DEPARTMENT OF NAVAL SCIENCE, TEXAS MARITIME ACADEMY, GALVESTON, TX	64181
FAIRBANKS MORSE CO., BELOIT, WI	92514
FAIRFAX COUNTY ADULT EDUCATION MARSHALL ADULT CENTER, FALLS CHURCH, VA	90283
FEDERAL ACQUISITION INSTITUTE, CAMERON STATION, ALEXANDRIA, VA	97098
FEDERAL EXECUTIVE INSTITUTE, CHARLOTTESVILLE, VA	96924
FEDERAL PUBLICATIONS INC., WASHINGTON, DC	96049
FLORIDA INSTITUTE OF TECHNOLOGY, MELBOURNE, FL	90298
FRED PRYOR SEMINARS, MISSION, KANSAS	90653

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GENERAL SERVICES ADMINISTRATION INSTITUTE, WASHINGTON, DC	95654
GEORGE MASON UNIVERSITY, ARLINGTON, VA	96912
GEORGE WASHINGTON UNIVERSITY, WASHINGTON, DC	91569
GEORGETOWN UNIVERSITY, WASHINGTON, DC	92577
HONEYWELL EDUCATION CENTER, MCLEAN VA	90761
HONEYWELL INFORMATION SYSTEMS, INC., MCLEAN, VA	90763
HONEYWELL INFORMATION SYSTEMS, INC., PHOENIX, AZ	90912
HONEYWELL INC., WASHINGTON, DC	96466
HOWARD UNIVERSITY, WASHINGTON, DC	92178
MARYLAND INSTITUTE COLLEGE OF ART, BALTIMORE, MD	90846
MASTERS, MATES AND PILOTS UNION, MARITIME INSTITUTE, LINTHICUM HEIGHTS, MD	91164
MERCHANT MARINE ACADEMY, KINGS POINT, NY	31004
MONTGOMERY COLLEGE OFFICE OF CASHIER, ROCKVILLE, MD	90848
NATIONAL INSTITUTE COLLEGE OF ART, BALTIMORE, MD	95768
NATIONAL FIRE PROTECTION ASSOCIATION, BOSTON, MA	90464
NATIONAL INDEPENDENT STUDY CENTER, DENVER, CO	90571
NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH, DIV. OF TNG., CINCINNATI, OH	90817
NATIONAL SAFETY COUNCIL, CHICAGO, IL	91126
NATIONAL SCIENCE FOUNDATION, WASHINGTON, DC	64157
NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER, PENSACOLA, FL	68322
NAVAL POSTGRADUATE SCHOOL, MONTEREY, CA	62271
NAVAL SAFETY CENTER, NAS, NORFOLK, VA	91270
NAVAL SCHOOL PHYSICAL DISTRIBUTION MANAGEMENT, OAKLAND, CA	63236
NAVAL SCIENCE CALHOUN MECHANICAL ENGINEERING BENEVOLENT ASSOCIATION ENGINEERING SCHOOL, BALTIMORE, MD	97123
NAVAL WAR COLLEGE, NEWPORT, RI	00124
NAVY PROCUREMENT AND LOGISTICS INTERN DEVELOPMENT CENTER, MECHANICSBURG, PA	42608
NAVY REGIONAL DATA AUTOMATION CENTER (SPCC), WASHINGTON, DC	92577
NORTHERN VIRGINIA COMMUNITY COLLEGE, ARLINGTON, VA	95678
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION TRAINING INSTITUTE, DES PLAINES, IL	97105
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT, ARLINGTON, VA	66142
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT, WESTERN FIELD DIV., SAN DIEGO, CA	65849
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT, SAN FRANCISCO, CA	0604A
OFFICE OF PERSONNEL MANAGEMENT, WASHINGTON, DC	95655
PRINCE GEORGES COMMUNITY COLLEGE, LARGO, MD	96916
PROFESSIONAL MILITARY COMPTROLLER COURSE, MAXWELL AFB, AL	09371
RENSSELAER POLYTECHNIC INSTITUTE, TROY, NY	92244
SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS, NEW YORK, NY	96333
STERLING INSTITUTE, WASHINGTON, DC	96918
STRAYER'S COLLEGE, WASHINGTON, DC	95725
SUNY MARITIME COLLEGE, FORT SCHUYLER, BRONX, NY	91877

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UNIVERSITY OF BALTIMORE, BALTIMORE MD
UNIVERSITY OF INDIANA, BLOOMINGTON, IN
UNIVERSITY OF MARYLAND, COLLEGE PARK, MD
UNIVERSITY OF VIRGINIA, CHARLOTTESVILLE, VA
VIRGINIA POLYTECHNIC INSTITUTE

91474
91744
91802
91560
93567

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ANNEX D

CANCELLATION OF TRAINING FORM

CHECK ONE:

_____ MILITARY SEALIFT COMMAND
_____ MSC CENTRAL TECHNICAL ACTIVITY

PART I

EMPLOYEE NAME _____
CODE _____
SSN _____
DD 1556 SERIAL NUMBER _____
COURSE NAME _____
COURSE DATES _____
COURSE COST _____
REASON FOR CANCELLATION _____

PART II

SPONSOR OF COURSE _____
DATE SPONSOR CONTACTED _____
SPONSOR'S PHONE _____
POINT OF CONTACT _____
RESULT OF PHONE CALL _____

CANCELLATION CHARGES YES/NO AND AMOUNT \$ _____

COPIES OF THIS FORM ARE TO BE FORWARDED TO HRO-W AND COMSC N82

ANNEX E

SUBJECT AREA IDENTIFIER (SAID)

A. SAID SCHEME

1. The SAID is a means of subject classification simple enough to be used by all employees and broad enough to classify all training. The SAID allows both the activity and OCPM to track training time and fund expenditures. Figure E-1 below further explains the SAID Scheme.
2. On the following pages are found an ordered list of SAID codes, primary names, and subject definitions. Many examples are given to assist in subject classification. Please recommend all additions/revisions which seem to be needed.
3. The last part of this section is an alphabetical index to SAID codes. This will help find the SAID for a course or other training occurrence.

SAID SCHEME

4-9-1-5-0

The first number “4” is the OPM training type

The next three digits “915” are subject areas defined in various pubs as falling within OPM training types. This discriminates between finer areas with the type.

The last digit will indicate:

- a. If it is a “1” then it means that it is a Defense Management Education and Training (DMET) course.
- b. The alpha letters A-Z may be used if MSC needs finer subject discrimination.

FIGURE E-1

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B. NUMERICAL LISTING

10000 EXECUTIVE AND MANAGEMENT. Education or training in the concepts, principles and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management or management planning, organizing and controlling.

11000 EXECUTIVE. Training designed for potential, newly selected or incumbent executives, which imparts executive skills, concepts, principles and theories. Subjects typically covered include public policy formulation and implementation, executive leadership approaches and executive decision making. Seminars might concentrate on particular topics such as urban problems, American foreign policy, the formulation of public policy, environmental quality, natural resources, energy or productivity improvement.

15000 MANAGEMENT. Training designed to impart management philosophy, theories, principles, functions, processes and practices. Subjects typically covered include quantitative approaches to management, management planning, organizing, directing and controlling. Topics emphasized by particular courses are motivation, group dynamics, leadership styles, organizational structure, problem-solving, decision-matrixing, interpersonal communication, payoff matrices, modeling, linear programming, span of control, formal and informal organization structure, authority and influence, MBO techniques, human relations concepts and transactional analysis.

20000 SUPERVISORY. Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion and labor relations), human behavior and motivation, communication processes in supervision, work planning, scheduling, and review and performance evaluation.

21000 BASIC SUPERVISORY. Training provided to meet the requirements of FPM 410 and FPM 412 or 80 hours within the first 2 years of appointment.

24000 PRE-SUPERVISORY. Training provided an employee prior to or in preparation for the first appointment as a supervisor.

27000 ADVANCED SUPERVISORY. Training provided beyond pre-supervisory or basic supervisory training, intended to increase supervisory knowledge and skills and to reinforce previous training.

30000 LEGAL, MEDICAL, SCIENTIFIC OR ENGINEERING. Education or training in the concepts, principles, theories or techniques of such disciplines as law, medicine, the physical, biological, natural, social or behavioral sciences, education, economics, mathematics and statistics, architecture, engineering or foreign affairs.

31000 ARCHITECTURAL. Training and education in the art of sciences of designing and building.

31100 ARCHITECTURE. The application of professional and business capacity, creative and artistic sense, and technical ability to program, plan, design, evaluate, coordinate, advise, administer, supervise or perform research for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

31500 NAVAL ARCHITECTURE. Primarily concerned with the form, strength, stability, performance and operational characteristics of ships and includes research, design, development, construction, investigation, testing, arrangement, installation and maintenance for all types of ships.

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32000 BIOLOGICAL SCIENCES. Those sciences concerned with the study of living organisms, both plant and animal, at the cellular and organismic levels including interactional and life processes. Specific biological sciences include taxonomy, ecology, anatomy, embryology, histology, cytology and genetics.

33000 EARTH SCIENCES. Those sciences which are concerned with the history, composition, characteristics and use of the earth's surface, interior and/or atmosphere. Specific earth sciences include geography, agriculture, forestry, meteorology, oceanography, geodesy and seismology.

33500 GEOGRAPHY. The descriptive science dealing with the surface of the earth, its division into continents and countries, and the climate, plants, animals, natural resources, inhabitants and industries of various divisions.

33700 METEOROLOGY. The study and interpretation of atmospheric conditions and related meteorological data such as barometric pressure, temperature, humidity and wind velocity to forecast immediate and long-range changes in weather.

34000 EDUCATION AND TEACHING. Study dealing mainly with learning and ways to assist others in the learning process.

35000 ENGINEERING. Training in a profession in which a knowledge of the mathematical and natural sciences' gained by study, experience and practice is applied with judgment to develop ways to utilize economically the materials and forces of nature toward the solution of practical problems for the benefit of mankind.

35110 ENGINEERING ADMINISTRATION. Training in the application for a broad understanding of the administrative and managerial processes and techniques used in the governing of technological or scientific organizations.

35250 CIVIL ENGINEERING. Training in the planning, designing, construction and/or maintaining of structures and facilities that provide shelter, support transportation systems or control natural resources. Requires the application of a general knowledge of the physical sciences and mathematics underlying engineering and a specialized knowledge of mechanics of solids (particularly soils), hydraulics, theory of structure, strength of materials, engineering geology and surveying.

35310 ELECTRICAL ENGINEERING. Training which primarily pertains to work associated with electrical circuits, power distribution, circuit elements, equipment, systems and related phenomena concerned with electrical energy for purposes such as motive power, heating, illumination, chemical processes or the production of localized electric or magnetic fields.

35350 ELECTRONIC ENGINEERING. Training primarily pertains to work associated with electronic circuits, circuit elements, equipment, systems and related phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes of communication, computation, sensing, control, measurement or navigation.

35410 FIRE PREVENTION ENGINEERING. Training in the investigation or development of fire prevention projects; the design, construction, inspection, testing, operation or maintenance of fire fighting or fire-prevention apparatus, appliances, devices or systems or the testing of fire resistant materials.

35450 INDUSTRIAL ENGINEERING. Training in the planning, design, improvement, analysis and installation of integrated systems of men, materials and equipment through application of specialized knowledge and skill in the mathematical, physical and social sciences together with the principles and methods of engineering analysis and design in order to specify, predict and evaluate the results to be obtained from such systems.

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35510 MARINE (NAVAL) ENGINEERING. Training in the design, installation and repair of marine power plants, propulsion systems, heating and ventilating systems and other mechanical and electrical equipment in ships, docks and marine facilities.

35550 MECHANICAL ENGINEERING. Training in the application of thermodynamics, mechanics and other physical, mathematical and engineering sciences to problems concerned with the production, transmission, measurement and use of energy, especially heat and mechanical power.

35850 SAFETY ENGINEERING. Training in the elimination or control of physical conditions, operating practices or other factors which may result in injury to persons or damage to property through application of a professional knowledge of the principles, methods and techniques of engineering; the pertinent aspects of psychological, physiological and other technological factors affecting safety and the principles, standards and techniques of safety.

35940 SYSTEMS ENGINEERING. Training concerned with scientific and engineering analysis, tests, assessments and system design and modification to ensure compatibility of component subsystems of the total system.

35970 VALUE ENGINEERING. Training in the sequential process of systematically analyzing high cost areas of functional requirements of systems, equipment, facilities, procedures, operations, maintenance and materials to achieve the essential functions at the lowest total cost of effective ownership consistent with the requirements for performance, reliability, quality, maintainability and safety.

36000 HEALTH AND MEDICINE. Training and education in such disciplines as dentistry, hospital administration, medicine, nursing, physical therapy, occupational therapy, psychiatry, public health and veterinary medicine, which are concerned with the care of the ill or the prevention of illness.

36400 NURSING. Training in nursing occupations - including registered nurses, licensed practical nurses, nursing aids, orderlies and attendants--who perform a variety of duties to care for and comfort the sick, injured and others requiring medical services.

36600 PSYCHIATRY. Training in the study, diagnosis and treatment by a trained practitioner, of mental and emotional diseases and disorders.

36700 PUBLIC HEALTH. Training in the science and art of preventing disease, prolonging life and promoting health through organized community efforts for the sanitation of the environment, the control of communicable diseases and the education of the general public.

36710 FIRST AID AND CPR

37000 LAW, LIBERAL ARTS AND LIBRARY SCIENCE

37100 LAW. Training or education in the theory, objectives, principles and rules of legal systems.

37400 LIBERAL ARTS. Education in the humanities, such as English, History, Philosophy, etc.

38000 PHYSICAL SCIENCES. Training in those sciences which are concerned either from a basic or applied research standpoint with the properties of inorganic matter, including energy. Specific physical sciences include astronomy, space science, chemistry, geology, mathematics, physics, statistics and metallurgy.

38100 ASTRONOMY. Training concerned with the scientific research, observation and interpretation of celestial phenomena including the composition, motion, relative position and size of stars, planets and other heavenly bodies and the application of this knowledge to practical problems such as navigation.

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38300 CHEMISTRY. Training in the science which deals with the composition and properties of substances and the reactions by which substances are procured from or converted into other substances.

38500 MATHEMATICS. Training in that group of sciences (e.g., arithmetic, geometry, algebra, trigonometry, calculus, etc.) which deals with quantities, magnitudes, forms and their relationships and attributes, by the use of numbers and symbols.

38700 PHYSICS. Training in the science which deals with the properties, changes and interaction of matter and energy. Subdivisions include thermodynamics, optics, mechanics, solid state, heat and light, etc.

38900 STATISTICS. Training in the collection, organization, classification, interpretation, summarization, analysis and presentation of numerical data gathered by complete enumeration or through the use of sampling techniques. Also includes the application of statistical theory and mathematical methods to transform the data into usable information.

39000 SOCIAL SCIENCES. Training and education dealing with the institutions and functioning of human society and with the interpersonal relationships of individuals as members of society. It should provide a knowledge of the principles, theories or technical practices of subjects such as economics, international relations, political science and government, psychology, sociology and anthropology.

39100 ECONOMICS. Training and education related to the laws and conditions which affect the production, distribution and composition of wealth. This includes knowledge of the principles, techniques and practices of economic theory, money and banking, public finance, labor economics, international economics, business cycles, price theory, etc.

39500 POLITICAL SCIENCE AND GOVERNMENT. Training and education in the principles and practices of governmental operations, organization and administration and for governments on a national, state or local level. This involves knowledge of decision-making in the public sector, branches of government, public policy analysis and the legislative and political process.

39700 PSYCHOLOGY. Training and education related to the behavior, capacities, traits, interests and activities of both human and animal organisms. This includes work in behavior in organizations, tests and measurements, learning theory, abnormal psychology, child development and psycholinguistics.

39900 SOCIOLOGY AND ANTHROPOLOGY

39910 SOCIOLOGY. Training and education related to the origins and evolution of society, or of the forms, institutions and functions of human groups. This includes the study of the family, population studies, social analysis, criminology and social change and movement.

39920 ANTHROPOLOGY. Training and education in the study of man in relation to distribution, origin, classification and relationship of races, physical character, environmental and social relations and culture.

40000 ADMINISTRATION AND ANALYSIS. Education or training in the concepts, principles and theories of such fields as public or business administration, personnel, training, equal employment opportunity, logistics, finance, systems analysis, policy, program or management analysis or planning.

41100 CONTRACT ADMINISTRATION AND NEGOTIATION. Training and education in policies and methods of developing and revising contracts with commercial firms, manufacturers or educational institutions to procure goods or services, as well as the management of such contracts to ensure compliance with the terms of the contract. This includes negotiation techniques, cost and price analysis, settlement of contractor claims and proposals in contract termination actions.

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41500 EQUAL OPPORTUNITY. Training in the principles, regulations, laws and practices of equal opportunity. This includes such areas as an understanding of the cause and effect of discriminatory practices and institutions, individual and organizational responsibilities of equal opportunity and knowledge of discrimination complaint procedures.

42000 OPERATING ACCOUNTING. Training in the principles, practices, techniques and theories involved with the maintenance of accounting records; preparation, analysis or interpretation of statements of financial condition and other accounting reports.

42100 ACCOUNTING. Training in the principles, practices and techniques of accounting. This includes study of double entry accounting, recording transactions, verifying and analyzing accounting data and establishing accounting systems.

42200 AUDITING. Training involved in the planning and carrying out of any systematic examination and appraisal of financial records, reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity.

42300 SYSTEMS ACCOUNTING. Training in the principles, practices, theories and techniques which relate to the design, adaptation, installation, evaluation and/or revision of accounting systems.

42400 BUDGETING. Training in the theory and practices of the federal budget process. This includes a knowledge of the budget cycle, Plans, Programs and Budget Systems (PPBS), budget formulation, estimation, execution, presentation and justification.

42700 FINANCIAL MANAGEMENT. Training designed to provide a broad knowledge of and ability to use principles, methods, techniques and systems involved in financial decision-making. This includes study of techniques involving the display, presentation and evaluation of financial management information.

42750 VOUCHER EXAMINING. Training in performance of work consisting of the examination for accuracy, legality, compliance with regulations and justification of vouchers, invoices, claims and other requests for payment.

42800 PAYROLL. Training in the theories, practices, techniques and principles of the determination of pay, maintenance of payroll records and the compilation of related reports, pertaining to the federal government.

42100 GENERAL BUSINESS AND PUBLIC ADMINISTRATION. Studies dealing with fundamental disciplines underlying administration of public and private organizations and enterprises. This includes management of complex organizations in the public and private sector, corporate planning, administrative principles common to both business and government, marketing and production principles, social and political influences on business and public administration, relationships of government to business, etc.

44000 LABOR RELATIONS. General training in the provisions and requirements of Executive Order 11491, as amended. It includes the rights and responsibilities of the parties under the federal labor relations program, an overview of the entire collective bargaining process, the Navy's labor relations program and dealing with employees through the unions.

44100 LABOR CONTRACT ADMINISTRATION. Training in the review of the provisions of a negotiated agreement, with interpretation based on the intent of the parties' agreement and instruction in applying agreement provisions to specific situations at the activity.

44700 LABOR CONTRACT NEGOTIATIONS. General training dealing with the rights and responsibilities of parties covered by the federal labor laws and Executive Order 11491, relating to negotiations, including practical training in negotiation techniques.

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- 45000 LOGISTICS. Training in general logistics concepts, policies, applications and practices of integrated logistics support, international logistics management, general logistics planning, etc.
- 45100 SUPPLY MANAGEMENT. Training in general supply, supply program management, supply identification, inventory management, etc. This includes managing, regulating or coordinating control over supplies, equipment or other material, initial planning and provisioning, requirements determination, cataloging, maintenance and disposal of personal property, etc.
- 45150 SUPPLY CATALOGING. Technical training in the development, maintenance or revision of supply catalogs, manuals, stock lists, computer input data, item descriptions and other documents which identify items of supply.
- 45200 INVENTORY MANAGEMENT. Training in the principles, theories, methods and procedures of managing, regulating, coordinating or otherwise exercising control over supplies, equipment or other material.
- 45210 MATERIAL COORDINATION. Training in the determination of specific supply support responsibilities; in participation in provisioning conferences; in developing milestones and target dates; in preparing and justifying provisioning budgeting requirements and in monitoring and coordinating various supply support actions.
- 45250 SUPPLY DATA ANALYSIS. Training in the principles and methods of the preparation, analysis and maintenance of supply data.
- 45300 TRANSPORTATION AND TRAVEL. Training in the principles, methods and procedures relating to the physical movement and distribution of equipment, material and personnel between locations. This includes management of transportation systems, fundamentals of traffic management, modes of transportation, cargo scheduling, freight stowage, travel regulations, etc.
- 45350 TRANSPORTATION SYSTEMS ANALYSIS. Training which involves analyzing, developing, evaluating or promoting improvements in the policies, plans, methods, procedures, systems or techniques of the transportation components of the supply program.
- 45400 TRANSPORTATION SERVICE PROCUREMENT. Training in the procurement of common carrier and other transportation service by rail, motor, air, water and miscellaneous means, for the domestic and foreign movement of freight.
- 45500 PACKAGING AND PRESERVATION. Training in policies, procedures and control of preservation, packaging and packing programs for military supplies and equipment. This includes control of deterioration and damage through handling, storage and shipping, disposability of packaging materials, packaging design, marking and labeling, etc.
- 45700 STORAGE AND MATERIALS HANDLING. Training in the management and techniques of handling, storing and caring for material while in storage. This includes warehouse operations such as receiving, warehousing and warehousing material, efficient use of storage space, document control, bin replenishment, materials handling systems, etc.
- 46000 MANPOWER AND MANAGEMENT ANALYSIS. Training in areas of manpower forecasting, organizational principles, practices and structures; work methods and procedures; development and application of manpower staffing standards; records, paperwork and documentation management; workloading and position control techniques, etc.
- 46500 PROGRAM ANALYSIS. Training involved in the techniques and principles in performing and evaluating work related to the development and/or execution phases of operating programs.

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47000 OPERATIONS RESEARCH AND SYSTEMS ANALYSIS AND DESIGN

47100 OPERATIONS RESEARCH. Training in the application of scientific and especially mathematical methods to the study, analysis and management of complex overall problems. This includes quantitative analysis to evaluate alternatives, problem formulation, data collection and analysis, result presentation and the use of tools such as sampling theory, design or experiments, statistics, theory of games, probability theory, linear programming and computer simulation.

47500 SYSTEMS ANALYSIS AND DESIGN. Training in the techniques used to determine the characteristics, strengths and weaknesses of systems; to select and organize characteristics of systems in design especially information/data processing systems. This includes topics such as project definition, planning and control, decision tables, characteristics of computer and communications equipment, definition of input and output requirements, forms design, data base designs, edit designs and software packages.

47600 INFORMATION SYSTEMS ANALYSIS. Training which involves analyzing, developing, evaluating or promoting improvements in the policies, plans, methods, procedures, systems or techniques of a management information program.

47700 SUPPLY MANAGEMENT REPRESENTATION. Training in the theory and practices which involve providing technical assistance on overall supply operations to agency personnel.

47800 SUPPLY SYSTEMS ANALYSIS. Training which involves analyzing, developing, evaluating or promoting improvements in the policies, plans, methods, procedures, systems or techniques of a supply program.

48000 PERSONNEL ADMINISTRATION. General education and training in the laws, regulations, procedures, techniques, theories and methods of personnel administration or industrial relations.

48100 POSITION CLASSIFICATION. Training in the principles, regulations, laws, practices and techniques of position classification, including position analysis and evaluation, occupational grouping according to common characteristics; conduct of work audits, annual maintenance reviews and determination and evaluation of area hourly wage scales.

48300 EMPLOYEE DEVELOPMENT AND TRAINING. Training in the principles, regulations, laws, practices, techniques, etc., of training and developing employees. Such training may include areas of career management, systems approach to training, design of training programs, etc.

48400 CAREER PLANNING

48500 EMPLOYEE-MANAGEMENT RELATIONS AND SERVICES. Education and training in the regulations, laws, procedures and techniques of employee-management relations and services. Included may be training dealing with relationships between the activity and individuals or informal groups in such matters as supervisor-employee relations, communications, employee conduct, rights, grievances, appeals and employee services such as leave administration, health and retirement benefits, etc.

48700 PERSONNEL STAFFING. Training in the principles, regulations, laws, practices, techniques, etc., of personnel recruitment, examination, selection and placement.

48900 MANAGEMENT REPRESENTATIVE TRAINING. Training in the techniques and procedures of preparing and presenting management's case in hearings related to grievance, appeal, complaint arbitration and other dispute procedures, legal and regulatory requirements, evidence and proof, preparation and examination of witnesses and hearing procedures.

49100 PRODUCTION MANAGEMENT. General training and education in industrial organizations and operations and management of raw materials.

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49110 PLANNING AND ESTIMATING. Training in the application of an orderly process in advance of operations to control, schedule and maximize the effective use of money, manpower, machines and materials in manufacturing or construction operations.

49150 INSPECTION AND QUALITY CONTROL. Training designed to provide knowledge of and ability to use quality assurance, quality control and reliability procedures and practices; to use procedures, plans, programs and systems to ensure an efficient and effective product. It also includes storage procedures and techniques for testing supplies, services and materials to determine compliance with specifications.

49400 PROJECT OR PROGRAM MANAGEMENT. Training in the application of a process or sequence of operations (using management philosophy, concepts, techniques and skills) to a task or group of tasks for the purpose of monitoring, controlling, evaluating and maximizing the effective use of all resources involved in meeting either a specific organizational goal or in contributing to an ongoing organizational mission.

50000 SPECIALTY AND TECHNICAL. Training of a specialized or technical nature in the methods and techniques of such fields as security, supply, procurement, transportation, computer programming, languages or medical, legal or scientific support work.

51000 AUTOMATED DATA PROCESSING (ADP). General training in subjects related to the storage and processing of data by machines, especially computers. This includes training designed to keep ADP professionals abreast of changes, improvements, innovations, etc., in their field. (Not included is specific 47000 training in operations research and systems analysis and design.)

51100 ADP USER ORIENTATION. Familiarization training designed to introduce specific classes of people to ADP concepts to give them a broad overview of ADP capabilities and limitations. (For instance, "ADP for Managers".) Also included would be user training for particular ADP systems and for the use of particular reports.

51250 COMPUTER TECHNICAL SUPPORT. Training in the policies, procedures and techniques in scheduling or controlling the sequence of programs to be processed by computers.

51300 COMPUTER OPERATING. Training in the use of computer terminals, tape drives, consoles, etc., to operate various programs.

51400 PERIPHERAL EQUIPMENT OPERATIONS. Training in the operations of peripheral equipment.

51500 COMPUTER PROGRAMMING. Training in the writing of computer programs. This includes subjects related to the use of computer facilities, computer-languages, etc.

51600 COMPUTER SPECIALISTS FUNCTIONS. Training involved in the theories and principles in two or more of the following areas: Computer programming, computer systems analysis, computer equipment analysis and techniques programming.

52000 CARTOGRAPHY, DRAFTING AND VISUAL ARTS

52100 CARTOGRAPHY. Training in the mapping of the earth's surface and graphic representation of geographic or navigational information including knowledge of: the properties, characteristics and phenomena of the earth, oceans, atmosphere and celestial bodies as related to cartography; the mathematical characteristics and relationships of systems of coordinates, grids, control networks and map projections; the principles of geography which deal with the surface configuration of the earth including land forms, vegetation, relief, drainage, hydrography and the physical and cultural features of the earth's surface.

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- 52300 DRAFTING. Training in the preparation of clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes.
- 52500 GRAPHICS AND ART WORK. Training in drawing and painting of illustrations for advertisements, books, magazines, posters, billboards and catalogs and in preparation of visual aids to depict written data used in oral presentations.
- 53000 COMMUNICATION. Training and education in the imparting or exchange of thoughts, opinions, information, etc.
- 53100 FOREIGN LANGUAGES. Training in the acquisition and use of the body of words and systems particular to a certain community or nation, but different from our own.
- 53300 LISTENING. Training to develop and retain the skill needed to quickly understand and summarize oral messages.
- 53500 ORAL COMMUNICATIONS. Training in the conveyance of thoughts, opinions or information by word of mouth. This includes public speaking, effective briefing techniques, etc.
- 53600 READING. Training in the practice of reading, understanding and interpreting of written or printed material.
- 53750 BLUEPRINT READING
- 53900 WRITING. Training in the practice of committing thoughts to writing. This includes grammar, punctuation, style, brevity, clarity, editing and audience or recipient analysis.
- 55000 INVESTIGATION AND SECURITY (INCLUDES POLICE SCIENCE). Training in techniques of examining or uncovering facts related to crime, accidents and security matters. It includes the safeguarding of classified material and precautions taken to guard against theft and sabotage, as well as theories for maintenance of order and enforcement of law.
- 55100 PROTECTIVE SERVICES. Training in the methods and techniques of protection services in guarding government buildings and property, individuals on such property and exercising control over vehicular traffic.
- 55500 FIREARMS TRAINING. Training in the safe and effective use of the firearms which are used by police and guards.
- 56000 MARINE AFLOAT
- 56100 NAVIGATION (DECK)
- 56500 SHIPBOARD ENGINEERING
- 57000 PROCUREMENT-OF EQUIPMENT AND SUPPLIES. Training in the regulations, procedures and techniques used in procuring equipment, supplies, services or other material. This includes informal and formal buying techniques, location and selection of sources of supply, pricing, analysis of bids, etc.
- 57500 PROCUREMENT ANALYSIS. Training in establishing, analyzing, planning or reviewing procurement programs.
- 58000 SAFETY. Training in the methods and techniques of avoiding accidents or disease in various fields of industry, such as ships, aircraft, etc.

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- 58200 INDUSTRIAL SAFETY. Training in methods and techniques of accident prevention in connection with industries, trades or manufactures.
- 58300 MOTOR VEHICLE OPERATION (DRIVING). Training in the safe operation of automobiles, trucks, buses, etc.
- 58400 NUCLEAR SAFETY. Training in methods and techniques of accident prevention in connection with development, manufacture and use of atomic weapons, atomic powered plants or vessels or the handling of radioactive materials.
- 58500 ORDNANCE SAFETY. Training in methods and techniques of accident prevention in procurement, storage, issue and handling of conventional weapons of all kinds with their equipment, munitions, combat vehicles and maintenance of arsenals for their development and testing.
- 58600 SHIPBOARD SAFETY. Training in methods and techniques of accident prevention on or inside a ship in connection with operation of the ship and its systems, such as weapons systems, mechanical, electrical, electronic, personnel, etc.
- 59000 SCIENTIFIC AND MEDICAL SUPPORT TECHNOLOGY
- 59100 MEDICAL SUPPORT TECHNOLOGY. Training in the performance of chemical, microscopic and bacteriologic tests to provide data for, use, in treatment and diagnosis of disease.
- 59500 SCIENTIFIC SUPPORT TECHNOLOGY. Training in the methods used for the collection and classification of data and in the use of observational and analytic equipment.
- 60000 CLERICAL. Training in clerical skills such as typing, shorthand, keypunching, letter writing, filing or telephone techniques.
- 61000 CORRESPONDENCE PROCEDURES AND TELEPHONE TECHNIQUES. Training in the preparation, handling and processing of the various forms of official Navy correspondence. Training in telephone techniques includes the efficient and courteous use of a business telephone as well as training designed to instill a knowledge of DOD switchboard systems, Autovon and the DOD Telephone Directory.
- 61100 PAY SYSTEMS
- 62000 FILING. Training in the principles and procedures involved in the care and handling of office records. May include case filing, subject filing, technical reference filing, etc.
- 63000 GRAMMAR. Training in the basic principles of English grammar including the recognition of basic sentence components, independent and dependent clauses, subordinate conjunctions, simple, compound and complex sentences, parts of speech and verb tense, vocabulary, etc.
- 65000 OFFICE MACHINE OPERATIONS. Training in the use and care of typical office machines such as calculators, adding machines, duplicating machines, telecopiers, etc.
- 66000 PROOFREADING. Training in the skills required for accurate proofreading. This includes knowledge of error problems, identifying kinds of errors made, basic rules of grammar and punctuation, spelling and proper use of the dictionary.
- 67000 SECRETARIAL SKILLS AND OFFICE PROCEDURES. Training in the skills and techniques needed to provide management with efficient, productive, self-reliant secretarial support. This includes organization, memory and management of time techniques. It may include personal appearance, office behavior and attitudes.

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68000 STENOGRAPHY. Training in the skills necessary to take and transcribe dictation in an accurate, timely and efficient manner.

70000 TRADE OR CRAFT. Training in the knowledge and skills needed in such fields as electrical or electronic equipment installation, maintenance or repair, tool and diemaking, welding or carpentry.

80000 ORIENTATION. Training to provide employees with necessary information concerning the rules, policies, procedures, mission, organizational structure, history, programs, goals, benefits, etc., of the federal government or the employing agency and office.

83000 EEO AND HUMAN AWARENESS. Training and education to increase awareness and heighten employee sensitivity to the problems associated with discrimination. It would emphasize the causes and effects of discrimination based on racism, sexism, etc.; show the political, economic and social impact of discrimination against minorities, women and the handicapped and should facilitate behavior which conforms to the laws regarding discrimination. Human awareness also includes training related to the special problems of some individuals such as emotional disturbance and abuse of alcohol and other drugs.

87000 RETIREMENT PLANNING. Training for employees contemplating retirement. Topics normally covered include rights and benefits under the OPM retirement act, Social Security and Medicare, legal and tax considerations and health and leisure time activities.

90000 ADULT BASIC EDUCATION. Education or training in basic subjects required for attainment of the GED, such as remedial reading, arithmetic, lipreading or Braille, etc.

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ALPHABETICAL LISTING

ACCOUNTING	42100
ADMINISTRATION AND ANALYSIS	40010
ADMINISTRATION, LABOR CONTRACT	44100
ADP USER ORIENTATION	51100
ADULT BASIC EDUCATION	90000
ADVANCED SUPERVISORY	27000
ANATOMY	32000
ANTHEOPOLOGY	39900
APPRAISING	49700
ART WORK	52500
ARTS	37400
ARTS, LIBERAL	37400
ARTS, VISUAL	52000
ARCHITECTURE	31100
ARCHITECTURE, NAVAL (MARINE)	31500
ASTRONOMY	38100
AUTOMATED DATA PROCESSING, ADP	51000
AWARENESS, HUMAN	83000
BASIC EDUCATION	90000
BASIC SUPERVISION	21000
BIOLOGICAL SCIENCES	32000
BLUEPRINT READING	53750
BRAILLE	90000
BRIEFING TECHNIQUES	53510
BUDGETING	42400
BUSINESS ADMINISTRATION	43100
CARGO SCHEDULING	45300
CARPENTRY	72700
CARTOGRAPHY	52100
CHEMISTRY	38300
CIVIL ENGINEERING	35250
CLASSIFICATION; POSITION	48100
CLERICAL	60000
COMMUNICATIONS	53000
COMMUNICATIONS, ORAL	53500
COMPUTER LANGUAGES	51500
COMPUTER OPERATING	51300
COMPUTER PROGRAMMING	51500
CONTRACT ADMINISTRATION AND NEGOTIATION	41100
CONTRACT ADMINISTRATION, LABOR	44100
CONTRACT NEGOTIATION	41100
CORRESPONDENCE PROCEDURES AND TELEPHONE TECHNIQUES	61000
CPR AND FIRST AID	36710
CRAFT	70000
CURRENT POLICIES AND PROCEDURES	81000
DATA PROCESSING	51000
DRAFTING	52300
DRIVING	58300
EARTH SCIENCES	33010
ECOLOGY	32000
ECONOMICS	39100
EDUCATION AND TEACHING	34000

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EDUCATION, ADULT BASIC	90000
EEO FOR EEO PROFESSIONALS	41500
EEO FOR ORIENTATION	83000
EEO FOR HUB AWARENESS	83000
EFFECTIVE BRIEFING	53500
ELECTRICAL ENGINEERING	35310
ELECTRICAL EQUIPMENT REPAIRS	73100
ELECTRICIAN SKILLS	73200
ELECTRONIC ENGINEERING	35350
ELECTRONIC INTEGRATED SYSTEMS MECHANICS	73500
ELECTRONIC MEASUREMENT EQUIPMENT MECHANICS	73600
ELECTRONIC MECHANIC, MAINTENANCE	73800
ELECTRONIC MECHANICS	73700
EMPLOYEE DEVELOPMENT AND TRAINING	48300
EMPLOYEE MANAGEMENT RELATIONS AND SERVICES	48500
EMPLOYEE MANAGEMENT RELATIONS AND SERVICES ENGINEERING	48500
ENGINEERING ADMINISTRATION	25000
ENGINEERING, ELECTRICAL	25110
ENGINEERING, ELECTRONIC	35310
ENGINEERING, FIRE PREVENTION	35350
ENGINEERING, INDUSTRIAL	35410
ENGINEERING, MARINE (NAVAL)	35450
ENGINEERING, MECHANICAL	35510
ENGINEERING, METALLURGICAL	35550
ENGINEERING, NAVAL	35610
ENGINEERING, SAFETY	35510
ENGLISH	35850
EQUAL EMPLOYMENT OPPORTUNITY	37400
EQUAL OPPORTUNITY	41500
EQUIPMENT PROCUREMENT	41500
EQUIPMENT REPAIRS, ELECTRICAL	57000
ESTIMATING	73100
EXECUTIVE AND MANAGEMENT	49110
EXECUTIVE	10000
EXPLOSIVES OPERATING	11000
	74400
FINANCIAL MANAGEMENT	
FINE ARTS	42700
FIREARMS TRAINING	37400
FIREFIGHTING (INCLUDES SHIPBOARD)	55500
FIRE PREVENTION ENGINEERING	74600
FIRST AID AND CPR	35410
FOREIGN LANGUAGES	36710
	53100
GENERAL BUSINESS AND PUBLIC ADMINISTRATION	
GEOGRAPHY	43100
GEOLOGY	33500
GOVERNMENT AND POLITICAL SCIENCE	38000
GRAMMAR	39500
	63000
HEALTH, PUBLIC	
HEALTH AND MEDICINE	36700
HISTORY	36000
HUMAN AWARENESS	37400
	83000
INDUSTRIAL ENGINEERING	
INDUSTRIAL RELATIONS	35450
INDUSTRIAL SAFETY	48000
INSPECTION AND QUALITY CONTROL	58200
	49150

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INTERNATIONAL RELATIONS	39300
INVESTIGATION AND SECURITY	55000
JOURNALISM	53000
LABOR CONTRACT ADMINISTRATION	44100
LABOR CONTRACT NEGOTIATIONS	44200
LABOR RELATIONS	44000
LANGUAGES, FOREIGN	53100
LAW	37100
LAW, LIBERAL ARTS, AND LIBRARY SCIENCE	37000
LEGAL SUPPORT	50000
LEGAL, MEDICAL, SCIENTIFIC, OR ENGINEERING	30000
LETTER WRITING, NAVY	61000
LIBERAL ARTS	37400
LIBRARY SCIENCE	37700
LIPREADING	90000
LISTENING	53300
LOGISTICS	45000
MANAGEMENT	15000
MANAGEMENT ANALYSIS	46000
MANAGEMENT DEVELOPMENT	10000
MANAGEMENT REPRESENTATIVE TRAINING	48900
MANAGEMENT, FINANCIAL	42700
MANAGEMENT, HOUSING	43500
MANAGEMENT, PRODUCTION	49100
MANAGEMENT, PROGRAM	49400
MANAGEMENT, PROJECT	49400
MANAGEMENT, SUPPLY	45100
MANPOWER AND MANAGEMENT ANALYSIS	46000
MARINE ARCHITECTURE	31500
MARINE (NAVAL) ENGINEERING	35510
MATHEMATICS	38500
MATHEMATICS AND PHYSICAL SCIENCES	38000
MATERIALS HANDLING	46700
MECHANICAL ENGINEERING	35550
MEDICAL SUPPORT TECHNOLOGY	49100
MEDICINE	36300
METALLURGY	38000
METEOROLOGY	73700
MOTOR VEHICLE OPERATION	58300
MOTOR VEHICLE SAFETY	58300
NAVAL ENGINEERING	35510
NAVAL ARCHITECTURE	31500
NEGOTIATIONS, LABOR	44700
NEW EMPLOYEE ORIENTATION	85000
NUCLEAR SAFETY	58400
NURSING	36400
OCEANOGRAPHY	33000
OFFICE MACHINE OPERATIONS	65000
OFFICE PROCEDURES	67000
OPERATING COMPUTERS	51100
OPERATING, EQUIPMENT	74300
OPERATING, EXPLOSIVES	74400
OPERATIONS RESEARCH	47100
OPERATIONS RESEARCH AND SYSTEMS ANALYSIS AND DESIGN	47000
OPPORTUNITY, EQUAL EMPLOYMENT	41500

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ORAL COMMUNICATIONS	53500
ORDNANCE SAFETY	58500
ORIENTATION	80000
ORIENTATION, ADP USER	51100
PAY SYSTEMS	61100
PERSONNEL ADMINISTRATION	48000
PERSONNEL STAFFING	48700
PEST CONTROL	77400
PHILOSOPHY	37430
PHYSICAL SCIENCES	38000
PLANNING AND ESTIMATING	49110
PLANNING RETIREMENT	87000
PLUMBING	77700
POLITICAL SCIENCE AND GOVERNMENT	39500
POSITION CLASSIFICATION	48100
PRE-SUPERVISORY	24000
PRESERVATION AND PACKAGING	45500
PROCUREMENT OF EQUIPMENT AND SUPPLIES	57000
PRODUCTION MANAGEMENT	49100
PROGRAM MANAGEMENT	49400
PROGRAMMING COMPUTERS	51500
PROJECT OR PROGRAM MANAGEMENT	49400
PROOFREADING	66000
PSYCHIATRY	36600
PSYCHOLOGY	39700
PUBLIC ADMINISTRATION	43100
PUBLIC HEALTH	36700
PUBLIC SPEAKING	53600
QUALITY CONTROL	49150
READING	53700
READING BLUEPRINTS	53750
RECORD KEEPING AND FILING	62000
REFRESHER SUPERVISION	27000
RELATIONS, LABOR	44000
REMEDIAL READING	90000
REPAIRS, ELECTRICAL EQUIPMENT	73100
REPAIRS, OFFICE APPLIANCE	76900
RETIREMENT PLANNING	87000
RIGGING	77900
SAFETY	58000
SAFETY ENGINEERING	35850
SAFETY, INDUSTRIAL	58200
SAFETY, MOTOR VEHICLE	58300
SAFETY, NUCLEAR	58400
SAFETY, ORDNANCE	58500
SAFETY, SHIPBOARD	58610
SCIENCE, POLITICAL	39500
SCIENCES, BIOLOGICAL	32000
SCIENCES, EARTH	33000
SCIENCES, PHYSICAL	38000
SCIENCES, SOCIAL	39000
SCIENTIFIC AND MEDICAL SUPPORT TECHNOLOGY	59000
SCIENTIFIC SUPPORT TECHNOLOGY	59500
SECRETARIAL SKILLS AND OFFICE PROCEDURES	67000
SECURITY	55000
SHIP DESIGNING (NAVAL ARCHITECTURE)	31500

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SHIPBOARD FIREFIGHTING	74600
SHIPBOARD SAFETY	58600
SHIPFITTING	78500
SHORTHAND	68000
SOCIAL SCIENCES	39000
SOCIOLOGY	39900
SPEAKING	53600
SPECIALTY AND TECHNICAL	50000
SPEED READING	53700
SPEED WRITING	68000
STAFFING, PERSONNEL	48700
STATISTICS	38900
STENOGRAPHY	68000
STORAGE AND MATERIALS HANDLING	45700
SUPERVISORY	20000
SUPERVISION, BASIC	21000
SUPERVISION, REFRESHER	27000
SUPPLY MANAGEMENT	45100
SUPPLY PROCUREMENT	57000
SYSTEMS ANALYSIS AND DESIGN	47500
SYSTEMS DESIGN	47500
TEACHING	34000
TOTAL QUALITY MANAGEMENT/LEADERSHIP	15000
TRADE OR CRAFT	70000
TRANSPORTATION MANAGEMENT	45300
TRAINING	48300
TRANSPORTATION AND TRAVEL	45300
TRAVEL	45300
TYPING	69000
USER ORIENTATION, ADP	51100
VALUE ENGINEERING	35970
WELDING	79600
WRITING	53900

SECTION 4

REQUIRED TRAINING

Authority4.1
Policy4.2
Action.....4.3

4.1 AUTHORITY

Various laws, Executive Orders, instructions promulgated by higher authority and other directives require employees to receive training in many subjects. Not all training need be received by all personnel. Annex A lists known training requirements.

4.2 POLICY

It is COMSC policy that employees assigned to MSC Headquarters and MSCCENTACT receive mandated and required training.

4.3 ACTION

When regulations are promulgated indicating required training, HRO-W or other training organizations will provide information relative to the location and site of subject training. The actions required are listed below.

- a. Directors/Special Assistants will ensure that required personnel attend the required training, allocating and coordinating assignment of his staff.

- b. Employees required to attend the training will attend when directed or coordinate with the Director/Special Assistant for any desired changes to the schedule or attend a make-up session.

ANNEX A

REQUIRED TRAINING FOR THE SHORE STAFF

1. New Employee Orientation. In accordance with FPM 410, this training shall be given by HRO-W and supervisors to all new employees as soon as possible after appointment and should include the following:

- a. Brief history of the activity.
- b. Current facts - physical layout, number of employees, etc.
- c. Functional organization charts showing responsibilities and lines of authority.
- d. General local instructions, rules and regulations.
- e. Employee services.
- f. Training and development responsibilities and opportunities.
- g. Personnel policies and regulations, including:
 - (1) Employment
 - (2) Equal Employment Opportunity
 - (3) Merit promotion program
 - (4) Incentive awards
 - (5) Performance ratings
 - (6) Safety and Occupational Health
 - (7) Injury compensation
 - (8) Security
 - (9) Types of leave (annual, sick, administrative, court, etc.)
 - (10) Retirement

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(11) Labor Relations

(12) Grievances

(13) Employee indebtedness

2. Security Training. In accordance with SECNAVINST 5510.13B and related subordinate instructions all Navy activities shall provide annual security training for all civilian employees. COMSC (N15) will schedule and provide the required training.

3. Occupational Safety and Health (OSH). N00M will maintain a continuing education campaign to help employees avoid and prevent accidents in accordance with SECNAVINST 5100.23B.

a. All employees: 2 hours/annually.

b. Supervisors: 4 hours/annually.

4. Equal Opportunity. COMSCINST 12720.2 defines training for EEO Officers, EEO Counselors, EEO Investigators and supervisors and managers.

5. Upward Mobility Training and Education. N00E will disseminate information on opportunities for employees to enhance their skills, perform at their highest potential and advance according to their abilities in accordance with SECNAVINST 12000.23 and SECNAVINST 12410.21.

6. Affirmative Action Plan (AAP). N00E will prepare an Upward Mobility Guidance Manual for managers and supervisors and develop and publicize MSC's AAP policy.

7. Training for Instructors. This training is required (30 hours) when the incumbent has not demonstrated proficiency in instructing or does not meet the state or local requirements for high school or junior college level teaching.

8. Training for Conference Leaders. Twelve hours training will be made available to supervisors or other employees who conduct meetings or conferences.

9. Labor Relations. Prior to being selected as management negotiators, individuals shall be required to successfully complete the courses provided in the 3 day Labor Negotiations Seminar conducted by OCPM. Labor Relations training shall be provided for all levels of management at Navy activities having unions.

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10. Labor Relations. Labor relations training for newly appointed Civilian Personnel Officers will be provided.

11. Career Programs. DOD Civilian Personnel Manual Chapter 950, Civilian Career Management, assigns responsibilities to ensure coordinated leadership in planning and activating civilian career programs, as required, to follow educational plans that will meet the final objectives of the designated career program. Some of the known programs are listed below.

TITLE	AUTHORITY
a. Personnel and EEO Management	SECNAVINST 12950.10A SECNAVINST 12400.8 FPM Supplement 931-2 CMMI 950.1 CMMI 950.4 CPI 950.6
b. Financial Management	SECNAVINST 12400.5A SECNAVINST 12410.20 NAVCOMPTINST 12400.1
c. Acquisition/Contracting	DOD 1430.10-M-1 SECNAVINST 12400.4 OPNAVINST 12400.1 NAVMATINST 12400.3
d. Logistics	SECNAVINST 12400.2A
e. Quality and Reliability Assurance	DOD 1430.10-M-2
f. Safety Interns	NAVMATINST 12950.4
g. Engineer and Scientist	SECNAVINST 12950.7
h. Automatic Data Processing and Information Systems and Computer Resources Personnel	DOD 1430.10-M-7 SECNAVINST 12400.6
i. Manpower Management	SECNAVINST 12400.3 OPNAVINST 5310.13A
j. Engineering Intern	COMSCINST 12950.2
k. Transportation Management	OSD Professional Enhancement Program (PEP)

12. Preretirement Planning Program. To assist employees planning for retirement, it is recommended that employees take the course 3 to 5 years prior to retirement. This will enable them to plan in a logical manner for retirement.

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13. Executive Development Plans. Purpose is to provide more orderly and planned systems of executive development. One of the requirements is the preparation of executive development plans for incumbent executives in the Senior Executive Service and those GM/GS 13-15 employees identified as "High Potentials." (FPM 412, CPI 412, SECNAVINST 12920.1B, OPNAVINST 1520.3, OPNAVINST 12412.4, OCPMINST 12412.1)
14. Employee Assistance. Annually supervisors will be given 4 hours of training in the identification, program procedures and assistance for employees. (CPI 792, SECNAVINST 12410.22A, OCPMINST 12792.1)
15. Standards of Conduct. Semiannually all supervisors will be given refresher training on standards of conduct. (SECNAVINST 5370.2J, OPNAVINST 1000.24B, OPNAVINST 5370.1C)
16. Fair Labor Standards. Annually all employees will receive refresher training on the concepts, supervisory/employee responsibilities regarding the Fair Labor Standards Act.
17. Sexual Harassment. All personnel will receive annual training on sexual harassment. (SECNAVINST 5300.26A and SECNAV msg 022216Z Jul 92)
18. Performance Appraisals Review Systems (PARS). Annually for all civilian employees GS-1 to 13. (SECNAVINST 12430.3, OCPMINST 12430.1)
19. Performance Management and Recognition System (PMRS). Annually for all GM-13 and above. (CPI 540, SECNAVINST 12540.3, OCPMINST 12540.1).
20. Computer Security Awareness. All personnel who utilize computers. (5 CFR 930)

SECTION 5

**LONG TERM TRAINING
(in excess of 120 days)**

Authority5.1
Policy5.2
Action.....5.3

5.1 AUTHORITY

CPI 410 provides information relative to the selection of individuals for Long Term Training. Other instructions provide descriptions of various training programs, nomination procedures and nomination due dates.

5.2 POLICY

It is COMSC policy to provide qualified high potential employees, grades GS-12 through SES, with training opportunities which will enable them to enhance their professional capabilities in making sound decisions in the highest command and management positions.

5.3 ACTION

a. Employees. Individuals desiring to avail themselves of the training programs outlined in various instructions must ensure that they possess qualifications outlined for that particular program. They will submit their request a minimum of 30 days prior to the established nominating deadline.

b. Supervisors and managers. Supervisors and managers will discuss the individual's desire to participate in the particular program. Based on projected workload finding, temporary assistance that may be available, the potential of the employee and a review of the employee's records, the supervisor and manager will forward to the Director, COMSC (N14), a DD 1556 with a cover letter outlining the reasons for recommending or not recommending the employee for the program.

c. COMSC Training Division Director (N14). COMSC (N14) will, based on the supervisor/managers recommendation or non-recommendation, establish a selection board if necessary, prepare a letter for COMSC (N00) signature forwarding all recommended nominations or prepare for COMSC (N00) a memorandum denying the employee's request for long-term training.

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d. Approving Authority. COMSC or designated official will approve/disapprove the employee's request.

e. HRO-W. The HRO-W will retain the completed DD 1556 for record and reporting purposes.